

## RE-EMPLOYMENT OPPORTUNITIES (RE-OP) POOL

### Employee Participation Response Form

The Re-Op Pool is a mechanism for state agencies to access computerized displays of state employees who have been laid off and desire to return to state employment. Participation in the Re-Op Pool is strictly voluntary. Accordingly, please provide the information requested below to indicate your desire to be included or not to be included in the Re-Op Pool. The information you provide will be incorporated into a file within the Re-Op database. All state agencies will have access to your file when searching for qualified applicants.

**Please return the Response Form to your Agency Human Resource Office with ten (10) days of receipt or as soon as possible thereafter.**

**Please check the desired selection**

☐ I would like to be included in the Re-Op Pool

☐ Do not include me in the Re-Op Pool

**The following information is needed regardless of your decision to participate or not to participate. (Please Print)**

Social Security #:  Name:

Signature:

**The following information is needed only if you decide to participate in the Re-Op Pool. The fields marked with asterisk are required. (Please Print)**

\*Home Address:

\* City:

\* State:

\* Zip:

\* Daytime Phone #:  (xxx)xxx-xxxx  
Cell Phone #:  (xxx)xxx-xxxx  
E-mail Address:

\* Date of Layoff:  \* Agency Name:  \* Position #:

Preferred Employment Locations: (You may list a maximum of 5 locations or write "Any")

Highest Education Level Completed: (please select one)	<input type="checkbox"/> Doctorate	<input type="checkbox"/> Special Professional	<input type="checkbox"/> Masters	<input type="checkbox"/> Post Baccalaureate
	<input type="checkbox"/> Bachelors	<input type="checkbox"/> Associate	<input type="checkbox"/> No Earned Degree	
	<input type="checkbox"/> Some College, No Degree Program	<input type="checkbox"/> High School or Equivalent	<input type="checkbox"/> Less Than High School	

Current Certifications/Licenses:

Special Skills:

Role Code Held Prior to Layoff:  SOC Code:

Work Title:

Duties:

Other Knowledge, Skills and Abilities (KSAs):